



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: LIBRARY MATERIALS HANDLER-Columbia Falls

DEPARTMENT: LIBRARY

If you have any questions about this position vacancy please call: 406-892-5919

NUMBER OF POSITIONS OPEN: 1

☐ FULL TIME ☒ REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$14.52 per hour

☒ PART TIME ☐ SEASONAL

SALARY AT:

1 Year Step \$15.10 per hour

2 Year Step \$15.70 per hour

3 Year Step \$16.01 per hour

☐ TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION.

Additional information:

Materials Handlers return materials to shelves, check-in materials using the automated library system, and keep items in order in the library. The tasks performed require a significant amount of lifting, bending, and stretching to carry and shelve books and other library materials. Materials Handlers work with the public in the process of shelving books and are expected to answer directional and basic readers advisory questions. Applicants must have excellent customer service skills. 15 hours/week at ImagineIT Columbia Falls. Evening and weekend hours may apply.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

## **LIBRARY MATERIALS HANDLER**

### **NATURE OF WORK:**

Reporting to the Circulation Supervisor, Youth Services Librarian, Adult Services Librarian or Branch Manager, the Materials Handler returns materials to shelves, checks-in materials using the automated library system, and keeps items in order in the library.

The tasks performed require a significant amount of lifting, bending, and stretching to carry and shelve books and other library materials. Tasks are performed under close supervision during a period of orientation and instruction in library work; after familiarization with work routine, duties are performed with some independence.

Employees in this classification have occasional contact with the public in the process of shelving books and are expected to answer directional and readers advisory questions. Applicants must have excellent customer service skills.

### **REPRESENTATIVE EXAMPLES OF WORK:**

(Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

- Sorts books and other library materials; loads book truck; returns materials to proper locations; keeps items in order on the shelves
- Merchandizes materials based on current best practices
- Tidy library by ensuring that materials left on tables and desks are returned to proper location
- Straightens shelves; files alphabetically and numerically
- Checks-in library materials using the computerized integrated library system; assesses materials for damage
- Performs related work as assigned

**SELECTION FACTORS:** (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

### **Ability to:**

- Learn basic check-in procedures using automated library system
- File materials alphabetically and numerically in an accurate manner
- Bend, stretch, reach, lift, and carry safely

- Learn library procedures and methods of operation
- Understand and follow detailed oral and written instructions
- Establish and maintain effective working relationships with supervisor and co-workers
- Abide by Flathead County Library System policies and procedures
- Model FCLS core values
- Work afternoon and evenings as well as Saturdays
- Remain positive and flexible in an environment of continuous change

**GENERAL RECRUITMENT INDICATORS:** (Person applying for a position in this class should have the following experience and/or training).

Excellent oral communication skills  
Desire to work with the public  
Basic computer skills

ACTION	DATE	REFERENCE
Adopted:	7/01/88	Commissioners Minutes
Revised:	11/14/05	Commissioners' Minutes
Revised:	7/26/11	Commissioners' Minutes
Revised:	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised:	9/23/21	Library Board Meeting Minutes, adjust salary grade
Revised:	4/28/22	Library Board Meeting Minutes, adjust salary grade